

Saima Jan

Hafroo Batapora, Chadoora, Budgam Srinagar, India 191113 ☎ 91 6006313279 | H 91 xxxxxx
bhatsyma99@gmail.com Skype: saimajan



SUMMARY

Creative professional with extensive project experience from concept to development. Talents include **Teaching & Translation works.**

SKILLS

- Teaching
- Translation
- Office Work
- Computer Skills
- English>Kashmiri Translator
- English>Urdu Translator

WORK HISTORY

03/2013 to 10/2015

PGT English Teacher
JNV, Leh, Ladakh India.

01/2013 to Present Date

Freelancer Translator + Reviewer
Official Translator/Linguistic Degree holder from CIIL Mysore

Key Role:

Translator: English-Kashmiri, English-Urdu (Indian Urdu)
English-Urdu (Islamic Republic of Pakistan Urdu), Subtitling (srt with time codes). (Marketing, Legal domain & Life Sciences experience).

EDUCATION

2008

Secondary School Examination (10th)
JK BOSE- Srinagar, Jammu and Kashmir

2010

Senior Secondary School Examination (12th)
JK BOSE- Srinagar, Jammu and Kashmir

2013

B.A.: Bachelor of Arts
University of Kashmir- Srinagar, Jammu and Kashmir

2014

M.A.: Master of Arts
University of Kashmir- Srinagar, Jammu and Kashmir

2016

Diploma in Stenography
Govt. ITI- Srinagar, Jammu and Kashmir

INTERESTS

To understand the organization, to identify its needs and to correlate them with my goals as to apply myself to responsibilities with total devotion, dedication and dynamism, as to grow along with my organization. I am looking for a job which could provide me a platform from where I can utilize my creativity in order to achieve the goals, which will be assigned to me.